



RESOURCES POLICY

BADGER GROUP
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Destroy All Previous Issues

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Approval

Version	Name	Position	Signature	Approved Date
V2.0	S.Longland	HR Employee Relations Manager		13 th Jan 2011
V2.0	N.Farmer	CEO		
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Glossary

Term	Description

1 INTRODUCTION

Badger Ltd wishes to ensure that its resources are used expediently. This policy applies to all employees and includes GP members. It also applies to staff that are not direct employees of BADGER LTD.

2 POLICY

1. BADGER LTD will monitor the use of telephones.
2. BADGER LTD equipment can only be taken off the premises with the express permission of the management.
3. It is each user's responsibility to ensure that all software is properly licensed and fees paid, (i.e. that there are no unlicensed copies in use in which BADGER could be liable)
4. Copying Software for personal/home use is prohibited
5. Users must not access, change, or use another user's user name/password/email account or files for which they do not have explicit authorisation.
6. BADGER LTD vehicles should only be used for business journeys.
7. Security badges, once issued must be available for inspection.

3 RESPONSIBILITY

It is the responsibility of the Line Manager to ensure that the above policy is set in place and that the requirements of this policy are obeyed.

However, whilst the main responsibility lies with the Line Manager, it is expected that the employees of Badger Ltd take personal responsibility.